

## PLANNING FREQUENTLY ASKED QUESTIONS

**1. Where is the Department of Planning located? What are the days and hours of operation for the Department? How can I contact the Department?**

- a. The Department of Planning is located in the Development Services Center at 333 North Rancho Drive. Offices are located on the 3<sup>rd</sup> floor. Front counter stations are located on the 1<sup>st</sup> floor.
- b. The Department is open Monday through Thursday, 7:00 am to 5:30 pm. Wednesday hours are 7:30 am to 5:30 pm.
- c. The Department may be reached at 702-229-6301 or through the internet at [planning@lasvegasnevada.gov](mailto:planning@lasvegasnevada.gov).

**2. How do I find out if my property is located within City of Las Vegas limits?**

- a. Go to the [Parcel Viewer Map](#) at the City of Las Vegas website.
- b. Click on the magnifying glass in the upper right hand corner.
- c. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
- d. The address or parcel number should appear below the typed entry. Click on it.
- e. The map should relocate to the requested address, with an open window that provides the jurisdiction in which the property is located.
- f. If the map is unavailable, please call the Department at 702-229-6301.

**3. What Ward is my property in? Who is my Councilperson?**

Go to [Find My Council Person or Ward](#) and enter your property address.

**4. Where can I find property information?**

- a. Information available includes jurisdiction, lot size, ownership, general plan designation, zoning, previous case history, applicable municipal code and whether it is located in a master plan or overlay area.
- b. Go to the [Parcel Viewer Map](#) at the City of Las Vegas website.
- c. Click on the magnifying glass in the upper right hand corner.
- d. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
- e. The address or parcel number should appear below the typed entry. Click on it.
- f. The map should relocate to the requested address, with an open window that provides some preliminary information regarding the property. Click on the property to activate additional windows of information.
- g. Use the arrow in the top right hand corner to navigate through the windows.
- h. If the map is unavailable, please call the Department at 702-229-6301.

**5. How do I find out what uses (i.e. what business) I can conduct on my property?**

- a. Permitted use tables for each zoning district are found in the [Unified Development Code Title 19.12](#). Some Master Plan areas, i.e. Summerlin, Town Center, Las Vegas Medical District, 18b Arts District, among others, have their own permitted use tables. If a property is located within the boundaries of a Master Plan area, the individual plan should be consulted.

**6. How do I find out the parking requirements for a business?**

Parking requirements are located in the permitted use descriptions of the [Unified Development Code Title 19.12](#).

**7. How do I find out the required setbacks on a property?**

- a. Setbacks for individual zoning districts may be found in the [Unified Development Code Title 19.06](#) (residential districts) and **19.08** (commercial and industrial districts). Some Master Plan areas, i.e. Summerlin, Cliff's Edge, have their own setback requirements. If a property is located within the boundaries of a Master Plan area, the individual plan should be consulted.

**8. How do I find out what is planned on a specific property?**

Project and permit information for a specific property may be looked up online at <http://www.lasvegasnevada.gov/faces/home/planning/check-status-of-permits>.

**9. How do I start the development process for my property?**

A pre-application conference may be requested to discuss the proposed development at [CLVEPLAN](#).

**10. What is the General Plan and how does it affect my property? How does it relate to zoning?**

- a. The General Plan, or 2020 Las Vegas Master Plan, designates what types of activities may generally occur at a given property, i.e. residential, commercial or industrial. The general plan designation controls the density and/or intensity of the land use allowed. It also provides the long-term goals and objectives that have been adopted for the City of Las Vegas.
- b. The zoning code (Unified Development Code; or UDC) is the implementation tool for the general plan. Zoning districts must be compatible with the general plan designation for a property, with specific uses permitted in accordance with [Unified Development Code Title 19.12](#) for each district.

**11. How do I find out if there are any Special Overlays or Master Plans that affect my property?**

- a. Information available includes jurisdiction, lot size, ownership, general plan designation, zoning, previous case history, applicable municipal code and whether it is located in a master plan or overlay area.
- b. Go to the [Parcel Viewer Map](#) Parcel Viewer Map at the City of Las Vegas website.
- c. Click on the magnifying glass in the upper right hand corner.
- d. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
- e. Type in the address (include directional if applicable) or APN (do not include dashes between numbers) and press enter.
- f. The map should relocate to the requested address, with an open window that provides some preliminary information regarding the property. Click on the property to activate additional windows of information.
- g. Use the arrow in the top right hand corner to navigate through the windows.
- h. If the map is unavailable, please call the Department at 702-229-6301.

**12. I received a post card alerting me of a proposed project that is scheduled for Planning Commission and/or City Council. How can I tell the City that I support it/oppose it?**

a. For Planning Commission, there are several ways you can respond:

Mail - check the appropriate box on the postcard and mail it back to the Planning Department's address as listed on the postcard.

Fax - check the appropriate box on the postcard and fax to (702) 464-7499.

Email – email your response to [planning@lasvegasnevada.gov](mailto:planning@lasvegasnevada.gov)

Phone- If you would like to contact your Council Representative, please call (702) 229-6405.

b. For City Council, there are several ways you can respond:

Mail - check the appropriate box on the postcard and mail it back to the Office of the City Clerk's address as listed on the postcard.

Fax - check the appropriate box on the postcard and fax to (702) 382-4803.

Phone - If you would like to contact your Council Representative, please call (702) 229-6405.

**13. Where can I find Planning Commission/City Council meeting results?**

You can find them under the [meetings/agendas](#) webpage.

- a. Search by selecting meeting type. A drop down list will allow you to choose.
- b. Add a date or date range and then select "Search".
- c. Once the meeting is presented, you can go to a specific agenda item and then select it. The minutes and backup will become available for viewing or printing.

**14. How can I make a public records request?**

Select [Public Records Request](#), print and fill out the form. It may be faxed to (702) 474-7463 or emailed to [planning@lasvegasnevada.gov](mailto:planning@lasvegasnevada.gov).